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**From:** Dravis, Samantha [dravis.samantha@epa.gov]  
**Sent:** 6/2/2017 7:07:25 PM  
**To:** Kasman, Mark [Kasman.Mark@epa.gov]  
**CC:** Gunasekara, Mandy [Gunasekara.Mandy@epa.gov]; Jackson, Ryan [jackson.ryan@epa.gov]  
**Subject:** RE: Info needed for Italy

So to confirm, Mandy, Sarah Greenwalt and myself all have rooms on JUNE 7th at the Hotel Regina Baglioni in Rome, and those are already booked. Is that correct?

If we arrive on June 6th (Tuesday) we are responsible for paying our own rooms for Tuesday night, despite the fact that we are there doing meetings the Admr' asked us to do. Can you help explain? We were told that would be covered, too. Thank you for the clarification and for your help.

-----Original Message-----

From: Kasman, Mark  
Sent: Friday, June 02, 2017 3:05 PM  
To: Dravis, Samantha <dravis.samantha@epa.gov>  
Cc: Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>  
Subject: Re: Info needed for Italy

That is not correct. You will be reimbursed for your room in Bologna.

I understand that your assistant asked my staff if you would have to pay for your room when you are on your personal time in Rome. You will be responsible for securing your and paying for own room in Rome on May 6th. Because we paid for the rooms on May 7th to secure early arrival for the delegation on May 8th, you will have the benefit of checking into that room on May 7th at no cost to the government.

Mark

Sent from my iPhone

> On Jun 2, 2017, at 2:58 PM, Dravis, Samantha <dravis.samantha@epa.gov> wrote:

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> Also Mark:

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> I was just told by my assistant that it has been suggested that Mandy and I would have to pay for our own hotels in Bologna while we are there doing G-7 meetings because the Administrator will have already left. That cannot be the case. He has asked us to stay in Bologna with you and Jane and conduct those meetings. That is official business.

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> -----Original Message-----

> From: Gunasekara, Mandy

> Sent: Friday, June 02, 2017 2:56 PM

> To: Kasman, Mark <Kasman.Mark@epa.gov>

> Cc: Dravis, Samantha <dravis.samantha@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>

> Subject: Info needed for Italy

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> Hi Mark,

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> I was directed your way to get confirmation for our hotel and transportation information for the two days Samantha and I are in Rome, per Ryan's direction. Please let me know if you have any questions or need additional information.

>

> Thank you,

> Mandy

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> Sent from my iPhone